

**PAYROLL END DATES FOR STUDENT EMPLOYEES
2017 - 2018 Academic Year**

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Official Graduation Date *		Fall: Semester End Date for Payroll Purposes ** Spring: End Date of May C-Basis Pay Period ** Summer: End Date of August C-Basis Pay Period **		Graduate School Degree Window Period ***	
Fall	12/24/17	Fall	01/04/18	Fall	12/25/2017-01/22/2018
Spring	05/13/18	Spring	05/20/18	Spring	05/14/2018-06/17/2018
Summer	08/26/18	Summer	08/26/18	Summer	08/27/2018-09/04/2018

Employment Type	Termination Reason (Please contact COE Payroll for other situations.)	Last Possible Day on Payroll	
		U.S. Citizen	Foreign Nationals
ALL	Resigning	Effective date of resignation (usually last day of work)	Effective date of resignation (usually last day of work)
	Dropping out of school before end of current semester	Last day enrolled as a student	Last day enrolled as a student
	Terminated by department	Last day specified by dept.	Last day specified by dept.
Student Hourly	Leaving school at end of current semester and not returning	Last day of the biweekly payroll that the Sunday of Commencement weekend falls in	Last day of the biweekly payroll that the Sunday of Commencement weekend falls in
	Graduating		
Graduate Assistant	Graduating - A Basis - completing degree requirements before the end of the semester or by the degree deadline for the Official Graduation Date A student graduating in May with a Master's degree may hold a TA or PA appt. in the summer without enrolling if continuing as a PhD candidate in Fall. Fellowships currently here and working can stay on payroll until end of term - if leaving appointment ends when the student completes all requirements of their degree	1	PhD candidate: Date dissertation is electronically deposited Thesis Masters' Candidate (not authorized for OPT or continuing at UW): Date thesis is received by Memorial Library. Non-Thesis Master's Candidate (not authorized for OPT or continuing at UW): Date that degree requirements are completed (last day of class, date of last exam or date final paper due)
	Leaving school at end of current semester and not returning Foreign Nationals: If timing of notice does not correlate to the end of the semester, consult with ISS regarding the last day on payroll.	3	3
	Graduating - C Basis - completing degree requirements before the end of the semester or by the degree deadline for the Official Graduation Date	2	2
	Graduating - completing degree requirements during Graduate School Degree Window	PhD candidate: Date dissertation is electronically deposited Thesis Masters' Candidate: Date thesis is received by the Memorial Library. Non-Thesis Master's Candidate: Date that degree requirements are completed (last day of class, date of last exam or date final paper due). Through the completion date stated on warrant.	

Bookmarks:

*Academic Calendar for each semester available on Secretary of the Faculty website: <http://www.secfac.wisc.edu/acadcal/index.htm>

**Academic Year Pay Periods, Combined Payroll Schedule, and Summer Payroll Calendar available on Office of Human Resources website: <http://www.ohr.wisc.edu/benefits/calendars-schedules-admin.aspx> (Summer calendar not available until Spring.)

***Graduate School Degree and Dissertator Eligibility Deadlines available on the Graduate School website: <http://www.grad.wisc.edu/education/completedegree/ddd.html>